

ST MARGARET'S-AT-CLIFFE VILLAGE HALL
Registered Charity Number 1070903

St Margaret's Hall
Reach Road
St Margaret's-at-Cliffe
Dover Kent
CT15 6AP

ANNUAL REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2020

INDEX

Pages 1 & 2	Annual Report for 2020
Page 3	Independent Examiner's Report
Page 4	General Fund Receipts & Payments Account
Page 5	Schedule of Fixed Assets
	Statement of Funds
	Statement of Assets & Liabilities
Pages 6, 7, & 8	Notes to the Financial Statements

CUSTODIAN TRUSTEES

Sylvia Falconbridge
Dianne Parker

COMMITTEE MANAGEMENT

Mr David Hart (Chairman)

Mrs Shelagh Vines (Treasurer)
Mrs Penny Bailey
Mrs Heather Berwick
Mrs Sandy Liggins
Mr Brian Manger
Mr Tony Fielding

Mrs Christine Waterman (Deputy Chair)
Mrs Margaret Haslam (Secretary)
Mrs Sarah Noceda
Mr Andy Stevenson
Mr Gregor McGregor

Bankers:

Nat West Bank
25 Market Square
Dover Kent

Barclays Bank

Leicester
LE87 2BB

Independent Examiner:

Mr Richard Phillips FCCA
Tanglewood Kingsdown Road
St Margaret's-at-Cliffe
Dover Kent CT15 6BB

ST MARGARET'S-AT-CLIFFE VILLAGE HALL
Registered Charity Number 1070903

ANNUAL REPORT FOR THE YEAR TO 2020

ADMINISTRATION INFORMATION

Address:

St Margaret's-at-Cliffe Village Hall is situated in Reach Road, St Margaret's-at-Cliffe, Dover, Kent, CT15 6AP. This is the correspondence address. It is also known as St Margaret's Hall.

Trustees and Committee of Management:

The name of the Trustees and Committee Management at the date of this report are detailed on the front cover.

STRUCTURE, MANAGEMENT & GOVERNANCE

Governing Document:

The Charity was created by a lease and deed of trust dated 18 May 1998. The lease is over the Hall, land and buildings at Reach Road, St Margaret's-at-Cliffe for a period 99 years from 1 January 1998. The Trustees were appointed by the trust deed and the Committee of Management consists of two elected members and other members representing various village organisations.

The Committee of Management:

The Committee is responsible for all aspects of planning and financial management as well as the running of the Hall and the administration of the Charity. It is also responsible for risk management.

Governance:

Governance issues are largely monitored by the chairman, secretary, and treasurer of the Management Committee for the time being. They seek to be generally compliant with the recommendations of the Charity Commission on good governance and the provision of public benefits.

OBJECTIVES & ACTIVITIES

Objectives:

Paragraph (1) of the Second Schedule of the Trust Deed states that "...for the purposes of a village hall for the use of the inhabitants of the Parish of St Margaret's-at-Cliffe in the county of Kent, without distinction of political, religious or other opinions, including the use for meetings, lectures and classes, and for other forms of recreation and leisure-time occupation, with the object of improving the conditions of life for the said inhabitants."

Principal Activities:

The principal activity of the Charity is the provision of a community facility for the residents of St Margaret's-at-Cliffe for a wide variety of activities. Bookings are taken and rents charged on a basis which is affordable to the users of the Hall and cover the running costs. Fundraising activities are also organised by the Management Committee to assist in covering increasing costs.

ST MARGARET'S-AT-CLIFFE VILLAGE HALL
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ANNUAL REPORT FOR THE YEAR TO 2020

REVIEW OF THE YEAR

Throughout 2020 the Hall has been in lock down due to the covid virus

Despite this the funds are still in a healthy condition due to grants received.

FUTURE PLANS

For the next year we will continue to rebuild and strengthen the use and financial viability of the hall post Covid, whilst remaining alert to any future government restrictions. We will also continue to engage with local groups and the Parish council to prevent the development of the adjacent Glebe Field which would seriously affect the viability of the hall. Finally, we will maintain and improve the hall facilities where necessary and continue serving the community to the best of our ability.

FINANCIAL REVIEW

The total receipts and payment on the General Fund are detailed on Page 4, and the Restricted and Designated Funds on Page 5.

There was a deficit of £14,932, compared with a surplus of £2,129 for the year 2019. These results have to be considered in conjunction with the references to financial matters in Review of the Year above.

RESERVES POLICY

It is the policy to maintain a modest balance on the General Fund only, so that there are sufficient resources to meet normal outgoings. However, the general strategy is to transfer a cash sum equivalent to the depreciation of Fixtures, Fittings & Equipment to reserves so that these assets can be replaced when they reach the end of their useful lives. A similar transfer of the property depreciation remains a longer term objective so as to provide funding for future major refurbishments.

Approved by the Management Committee _____

ST MARGARET'S-AT-CLIFFE VILLAGE HALL
Registered Charity Number 1070903

INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS

Report to the Trustees and The Committee of Management of St. Margaret's-at-Cliffe Village Hall on the financial statements for the year ended 31 December 2020 set out on Pages 4 to 8.

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 December 2020.

Respective Responsibilities of Trustees and Examiner

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

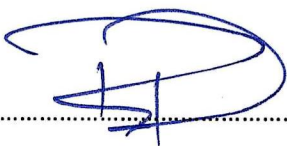
Independent Examiner's Statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- Accounting records were not kept in accordance with section 130 of the Act or
- The accounts do not accord with the accounting records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:



Date:

13/9/21

Richard Phillips

Fellow of the Chartered Association of Certified Accountants

Address:

Tanglewood
Kingsdown Road
St Margaret's-at-Cliffe
Dover Kent
CT15 6B

ST. MARGARET'S-AT-CLIFFE VILLAGE HALL
Registered Charity Number 1070903
FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st DECEMBER 2020
General Fund Receipts and Payments Account

	2020	2019
	£	£
RECEIPTS		
Hall Hire (inc corkage charges)	9,588	33,552
Fundraising	461	2,336
Deposit Interest	49	124
Legacies and Donations	100	678
Bar Takings	3,783	14,994
DDC Grant	10,000	-
Job Retention Scheme Grant	6,517	-
Sundry Receipts	42	-
Total Receipts	30,540	51,684
PAYMENTS		
Employment Costs	12,840	13,510
Cleaning Services	702	2,726
Electricity & Gas	3,064	4,282
Water & Drainage	571	760
Insurance	2,702	5,140
Office, Telephone & Admin Expenses	652	682
Bar Stock Purchases	1,457	5,942
Cleaning and Household Materials	886	876
Waste Disposal	917	1,388
Repairs & Renewals	8,071	4,991
Repair of Hall Floor	5,500	-
External Maintenance		3,244
Garden Expenses	1,383	645
Licensing Costs	698	1,624
Sundry Expenses	110	-
Ground Rent		1
Hall Hire Refunds	2,519	-
Fund Raising	20	-
Total Payments	42,092	45,811
Excess of Receipts over Payments	- 11,552	5,873
Less: Transfers to Restricted Funds (Net)	- 1,317	- 1,317
Less: Transfers to Designated Funds	- 2,063	- 2,427
Cash movement in year	- 14,932	2,129
Cash and Bank Balances at 1st January 2020	35,635	33,506
Cash and Bank Balances at 31st December 2020		
in General Fund	20,703	35,635

ST. MARGARET'S-AT-CLIFFE VILLAGE HALL

Registered Charity Number 1070903

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st DECEMBER 2020

SCHEDULE OF FIXED ASSETS

Cost

As at 1st January 2020

Additions in year

Disposals in year

As at 31st December 2020

Depreciation

As at 1st January 2020

Written back on disposal

Depreciation charge for the year

As at 31st December 2020

Net book value as at 31st December 2020

Net book value as at 31st December 2019

Leasehold Property £	Fixtures, Fit & Equip £	Total 2020 £	Total 2019 £
549,601	63,298	612,899	604,369
-	-	-	11,530
-	-	-	-3,000
549,601	63,298	612,899	612,899
99,399	49,545	148,944	143,670
-	-	-	-3,000
5,847	2,063	7,910	8,274
105,246	51,608	156,854	148,944
444,355	11,690	456,045	463,955
450,202	13,753	463,955	

STATEMENT OF FUNDS AS AT 31st DECEMBER 2020

Balance at 1st January 2020

Leasehold Depreciation

Leasehold Grants write off

Fixtures, Fit and Equip Depn

Receipts/(Payments) for the year

Depreciation of Assets

Fund Balances at 31st December 2020

General Fund		Designated Fund F,F & E £	Restricted Fund. Grants £	Total 2020 £	Total 2019 £
Property £	Revenue £				
118,554	35,635	52,630	348,769	555,588	557,989
5,847	5,847			-	-
	4,530		4,530	-	-
	2,063	2,063		-	-
	11,552			11,552	5,873
5,847		2,063		7,910	8,274
118,554	20,703	52,630	344,239	536,126	555,588

STATEMENT OF ASSETS AND LIABILITIES AT 31st DECEMBER 2020

Fixed Assets

Less: Grants

Fixed Assets, Net of Grants

Cash Floats

Bank Balances - NatWest

Optimum card

Barclays Bank

Assets represented by Funds

Other Assets - Bar Stocks

Less liabilities - deferred income

Net Assets at 31st December 2020

General Fund		Designated Fund F,F & E £	Restricted Fund. Grants £	Total 2020 £	Total 2019 £
Property £	Revenue £				
444,355		11,690		456,045	463,955
-	344,239			- 344,239	- 348,769
100,116		11,690		111,806	115,186
	1			1	310
	18,004			18,004	28,678
				-	618
18,438	2,698	40,940		62,076	62,027
118,554	20,703	52,630	-	191,887	206,819
	200			200	798
118,554	20,903	52,630	-	192,087	207,617
118,554	20,903	52,630	-	192,087	207,617

NOTES TO FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2020

1. STATEMENT OF ACCOUNTING POLICIES

The financial statements have been prepared in accordance with the applicable accounting standards, the Charities SORP 2005 on a Receipts and Payments basis.

a. Funds

General funds represent the funds of the Charity that are not subject to special restrictions regarding their use and are available for application to the general purposes of the Charity.

Restricted funds are funds which were received by way of grant or donation for a specific purpose, or where sums have been specifically allocated for such purpose.

Designated funds are funds which represent amounts set aside from general funds for a particular purpose but are not restricted and can therefore be reallocate if so required by the Management Committee. These funds have now been transferred to the General Fund.

The financial statements include monetary transactions, assets, and liabilities for which the Charity can be held responsible. They do not include the accounts of other Village organisations, nor assets or equipment within the Hall which may be in the ownership of others.

All funds of the Charity are held in a combined bank account with the NatWest Bank or on deposit with Barclays Bank. All deposit interest is treated as applicable to General Funds, unless specifically directed otherwise by the donor.

b. Income, Capital Sources and Expenditure

All general income is recognised when received by the Charity. Although hiring charges are normally received in advance of the booking date, the amount received in the year is recognised in the General Fund Receipts and Payments Account.

Donations are treated as General Funds unless specifically restricted by the donor.

Expenditure is accounted for when irrevocably paid.

The amount of the original fundraising for the hall, together with the specific grants applicable thereto, have all been treated as Restricted Funds relating to that building project.

c. Statement of Assets and Liabilities

In arriving at the value of assets shown, provision is made for depreciation as follows:

- 1) Leasehold Buildings. Over the period of the lease to 31 December 2096.
- 2) Fixtures, Fittings & Equipment. 15% per annum on the reducing balance.
Items of expenditure less than £500 are written off as renewals in the year of payment.

ST MARGARET'S-AT-CLIFFE VILLAGE HALL
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NOTES TO FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2020

2. CHANGE OF LEGAL STATUS

The original custodian trustees of the lease have both died and have been replaced. So as to provide a permanent ongoing legal status for the charity and holders of the lease, a company limited by guarantee has been formed. St Margaret's Village Hall (Kent) has also been registered with the Charity Commission.

Because the existing lease contains provisions for a management structure that are not longer appropriate, arrangements are in hand for the granting of a new lease with the same rental terms and termination date. These arrangements are now expected to be concluded during 2021.

3. GROUND RENT

Under the terms of the lease from the Canterbury Diocesan Board of Finance, the rent payable is £1 per annum for the duration of the lease which expires on 31 December 2096. But under the terms of the lease, the landlord is entitled to use of the Hall without payment for two days a week.

4. DEFERRED INCOME

As referred in Note 1b, income is accounted for when received. The hire charges relating to the following year are recorded and included as a liability in the Statement of Assets and Liabilities. However, the amounts received in advance in 2019 and 2020 were immaterial and have been ignored.

5. TRANSFERS BETWEEN FUNDS

a) Restricted Funds

In accordance with the accounting policies set out in Note 1c, provision is made for depreciation of the leasehold premises so that this expenditure is written off over the period of the lease. Similarly, the Restricted funds provided by way of grant and donation for the building are similarly written off over the same period. Transfers from the General Fund to reflect these adjustments are as follows:

Depreciation of Leasehold Premises
Less: Transfer from Restricted Grant Fund

Net transfer from General Fund (Page 4)

2020 £	2019 £
5,847	5,847
4,530	4,530
1,317	1,317

b) Designated Funds

Provision is made for depreciation of Fixtures, Fittings and Equipment in accordance with Note 1c, and so that this cost is a charge on the General Fund, a Transfer is made to reflect this as follows:

Depreciation of Equipment

2020 £	2019 £
2,063	2,427

ST MARGARET'S-AT-CLIFFE VILLAGE HALL
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NOTES TO FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2020

6. BAR INCOME

	2020	2019
	£	£
Bar Sales (excluding corkage charges)	3,783	14,994
Less: Cost of Sales Purchases (adjusted for stocks)	2,055	5,881
Bar Profit for the year	1,728	9,113
Gross Profit Margin for the year	45.78%	60.8%

7. EMPLOYMENT COSTS

	2020	2019
	£	£
Hall Supervisor's Salary & National Insurance	12,840	12,840
Christmas Gratuity payments	0	300
Additional bar staff wages	0	370
	12,840	13,510

8. REPAIRS & RENEWALS

	2020	2019
	£	£
Replacing kitchen pans	0	884
Plumbing	673	688
Bathroom extraction fans	0	430
Gas, Electricity & Fire Safety Inspection	120	409
Wi-fi/networking	0	383
Lighting	0	308
Hall Security	1,677	0
D. Adams	3,128	0
Other small items under £300	2,473	1,889
	8,071	4,991

9. EXTERNAL MAINTENANCE

	2020	2019
	£	£
Trees removal	0	2,544
Outdoor Christmas tree base	0	440
Gutter cleaning/roof repairs	0	260
	0	3,244